

NGFTS

National Guard Full-Time Support



HUMAN RESOURCES INFORMATION LETTER



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 08-03

Date: 8 August 2008

Presidential Administrative Leave (Update)

Subject: Return to Duty from Leave Without Pay – Uniformed Services

Note: Refer to Human Resources Information Letter 05-05 for additional background information.

References:

CPM 2003-14

CPM 2008-12

5 CFR 353, Subpart B

Executive Order 13223

OPM's Q/A Section –

<https://www.opm.gov/oca/compmemo/2003/2003-14C.asp>

Eligibility: Current Technicians who return to duty from a Contingency Operation

Effective Date: 14 November 2003

Use: Technicians receive five (5) days of Administrative Leave upon every return to duty from military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom or any other military operation subsequently established under Executive Order 13223. If the employee has already returned to Federal civilian service and was not granted five (5) days of administrative leave for a subsequent deployment, they may take the five (5) days of administrative leave at a time mutually agreeable to the employee and the supervisor. Time cards should state "Presidential Administrative Leave" on the days the administrative leave is taken. The five (5) days should be taken consecutively.

Your points of contact are LtCol Shirley Kyles at (405) 228-5578 or Capt James Baxter at (405) 228-5527.

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